



HOLMLEIGH PRIMARY SCHOOL
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ADMIN OFFICER: Jane Poole

Pupil Acceptable Use Agreement / e-Safety Rules

- I will only use ICT in school for school purposes.
- I will only use my class e-mail address or my own school e-mail address when e-mailing about school.
- I will only open e-mail attachments from people I know, or who my teacher has approved.
- I will not tell other people my ICT passwords.
- I will only open/delete my own files.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community
- I know that my use of ICT can be checked and that my parent/carer contacted if a member of school staff is concerned about my eSafety.
- I will tell a trusted adult if anyone online makes me feel uncomfortable, sad, or unsafe. I will recognize that my safety is more important to my family than anything else.
- I know that the Internet is public, and I will respect myself and others when I'm using it.
- I will not pretend that I created something that's not actually my own work.
- I know that not everything I read, hear, or see online is true.